

**File Code:** 6440**Date:** **Route To:** 2200; 2300; 5400; 6500; 7100; 7700**Subject:** R6 Fiscal Year (FY) 2018 Real Property Inventory Instructions**To:** R6 Forest Supervisors, Columbia River Gorge National Scenic Area Manager**REPLY DUE SEPTEMBER 26, 2018**

The Forest Service is required to inventory all Federal Real Property Profile (FRPP) qualified assets, leased assets, and/or those assets with a financial record every five years. Fiscal year (FY) 2018 marks the beginning of the current five-year real property inventory cycle (2018-2022). There are two steps in the inventory process: (1) verify the asset physically exists and (2) verify the data in Infra. **All Real Property Inventory (RPI) assets inventoried in FY 2018 must be verified in Infra by August 15, 2018.**

Region 6 (R6) holds **17 percent** of the agency's inventory, more than any other region. The successful completion of the inventory is dependent on the cooperation and coordination of acquisition, engineering, recreation, and other program staffs. Each forest/area shall review its assets and establish an action plan to accomplish the **recommended 20 percent inventory per FY** in the most efficient and timely manner. The efforts of all involved are greatly appreciated.

Key points and due dates for successful completion of R6 Real Property Inventory:

- ***FY 2018 Real Property Inventory Instructions*** – All Accountable Officers (Forest Supervisors and District Rangers), Program Area Staff, Inventory Takers, and Infra Data Stewards involved in the inventory process must read the current FY instructions;
- ***FY 2018 Inventory Training Certificate***¹ (from the *Inventory Instructions*) – Form must be signed and dated² prior to participation or within 30 days of this letter if inventory actions have been performed prior to this guidance. Note: Prior year Training Certificates are not valid.
- **Now (ongoing)** – Review the list of assets captured in the RPI for your forest (see Infra spreadsheet posted to the [R6 AQM Real Property SharePoint site](#)).
 - Coordinate with forest staffs to accomplish inventory during regular performance of duties, when possible (e.g. engineer Condition Surveys, staff who work at administrative sites or recreation sites, etc.);
 - Forward completed Condition Survey, Bridge/Dam Inspection Report, or Real Property Inventory Report to the Infra Data Steward for the Infra verification step;

¹ Exception: Program area staff members who submit a signed and dated Condition Survey or Inspection Form are not required to sign a Real Property Inventory Training Certificate.

² Training Certificates may be scanned and emailed, or sent via hard copy mail (no electronic or digital signatures).



- **August 15, 2018** – Infra Data Steward last date to verify inventoried assets in Infra for FY 2018; must compare inventory documentation from the Inventory Taker/Inspector with Infra data and ensure it matches (or is corrected) before clicking the ‘Verify’ button;
- **August 24, 2018** – All *FY 2018 Training Certificates* and supporting inventory documentation³ for the inventoried and verified assets are due to the Regional Property Management Specialist (RPMS), Robin Rowe, for reconciliation and signature before advising the unit it may proceed with its annual certification;
- **September 26, 2018** – *FY 2018 Year-End Certification Letter* (from the *Inventory Instructions*) signed by the Forest Supervisor is due to the RPMS.

Resources:

- [WO AQM Real Property intranet](#) – FY 2018 Real Property Inventory Instructions.
- [R6 AQM Real Property SharePoint site](#) - List of R6 Real Property assets to be inventoried and verified (information updated at the beginning of each quarter); monthly RPI Status Reports to track progress.
- [R6 AQM Asset Management SharePoint site](#) (‘News and Events’) - Conference call information will be posted to provide an overview of the inventory instructions and answer questions from the field.
- [R6 FAO Facilities SharePoint](#) – List of unit Infra coordinators and contacts.

Additionally, the enclosed document, *R6 Real Property Inventory Guidance*, provides information on how to streamline the inventory process and prevent recurring issues.

We look forward to successfully accomplishing this requirement and making a positive contribution towards the Agency’s financial audit opinion. With deliberate planning and teamwork, our region can work confidently towards this goal and avoid a final year rush.

If further information is needed, please contact Robin Rowe, Regional Property Management Specialist, at 503-250-2742 or rowe@fs.fed.us. For Infra roles (for Data Stewards), contact Charles Ruhsenberger, Facilities Program Assistant, at 503-808-2502 or caruhsenberger@fs.fed.us.

/s/ Dianne Guidry (for)
JAMES M. PEÑA
Regional Forester

Enclosures (7)

cc: Charles Hill, Keisha McCulloch-Johnson, Christy A Darden, Robin Rowe, FS pdl r6 aqm real property, FS pdl r6 admin officers, FS pdl r6 district rangers, FS pdl r6 fac engs, FS pdl r6 eng wfes, FS pdl r6 eng ofe, FS pdl r6 fic, pdl r6 ro rlm rec staff officers, Angie Forbes, Melissa Hayes, Randall D Wood, 258212

³ Real Property Inventory Report or Condition Survey/Inspection Form; Spreadsheet for Found/Acquired assets; AD form for disposed or transferred assets.